

## Quick Reference Guide

### Logging In



- Open Browser (Internet Explorer)
- Type the following URL in the Address Bar:  
**https://www.edison.tennessee.gov**
- Enter your **User ID & Password** provided from Edison.

### Worklist Navigation



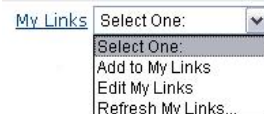
- **Worklist** hyperlink in top right corner of Home Page  
[Home](#) | [Worklist](#) | [Sign out](#)
- **Tasks** pagelet

Tasks	
Task(s) sorted by Due Date	
Task	Due
 <a href="#">Requisition Amount Approval</a>	01/15/2008
 <a href="#">PO Amount Approvals</a>	01/19/2008
   <a href="#">PO Amount Approvals</a>	01/28/2008
   <a href="#">PO Amount Approvals</a>	01/28/2008

### Favorites – My Links



- Navigate to the page you want as a favorite
- Click the dropdown list to the right of the **My Links** field
- Select **Add to My Links**
- Keep or edit the label in the **Name** field
- Click the **Save** button
- Access the link from the **My Links** dropdown list



### Need Assistance?

Edison Help Desk  
615-741-HELP or 866-376-0104



## Receipts

### Create new Receipts

[Purchasing](#) > [Receipts](#) > [Add/Update Receipts](#)

1. Search and add open Purchase Order schedules
2. Enter quantity or amount received for items or services.
3. Save the Receipt

### Manage Receipts

[Purchasing](#) > [Receipts](#)

- View Receipts
- Add activities
- Cancel Receipts
- Add comments
- Cancel Receipt lines
- Attach documentation
- Process inspections
- Place a Receipt on hold

### Inspect Receipts

[Purchasing](#) > [Receipts](#) > [Inspect Receipts](#)

1. Search for and select a Receipt.
2. Enter the quantity inspected.
3. Save the inspection.

## RTVs

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### **Create new RTVs**

[Purchasing](#) > [Return To Vendor](#) > [Add/Update RTV](#)

1. Search and add open received Purchase Order lines or Receipt lines
2. Enter Action, Disposition, Reason, RMA information, and Item ID
3. Enter Return Quantity in the RTV Details page
4. Save the RTV

### **Processing RTVs**

[Purchasing](#) > [Return to Vendor](#)

1. Create RTV
2. Ship the RTV
3. Print the RTV (optional)
4. Dispatch the RTV
5. Run the RTV Reconciliation process

### **View RTV Details**

What are the details of my RTV?

[Purchasing](#) > [Return To Vendor](#) > [Review RTVs](#)

What documents are tied to my RTV?

[Purchasing](#) > [Return To Vendor](#) > [Document Status](#)

Print a report detailing my RTV.

[Purchasing](#) > [Return To Vendor](#) > [Details Report](#)

Print a report totaling RTV transactions.

[Purchasing](#) > [Return To Vendor](#) > [Credits Report](#)